



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
LAND AND WATER MANAGEMENT DIVISION

MDEQ USE ONLY

File No.

**APPLICATION FOR CONVEYANCE**

*This information is required under Part 325, 1994 PA 451, as amended, to apply for a conveyance.*

This application will not be processed until all necessary information is provided. See enclosed instructions for assistance.

***PLEASE PRINT OR TYPE***

APPLICANT'S NAME		LOCATION OF PROPERTY TO BE CONVEYED - ADDRESS (Street, Road, Or Other Descriptive Location And In/Near City Or Town)																				
NUMBER AND STREET ADDRESS																						
CITY, STATE, ZIP CODE																						
TELEPHONE NO.																						
COUNTY	TOWNSHIP/CITY/VILLAGE (Circle one)	TOWN	RANGE	SECTION																		
FAX NO.		EMAIL ADDRESS																				
NAME OF WATERBODY		LOT NUMBER(S)	NAME OF SUBDIVISION																			
<b>CHECK THE APPROPRIATE PURPOSE INDICATED UNDER THE FOLLOWING SECTION OF PART 325, 1994 PA 451, AS AMENDED.</b> <table border="0"><tr><td><input type="checkbox"/> ARTIFICIALLY FILLED</td><td><input type="checkbox"/> STRAIGHTEN IRREGULAR SHORELINE</td></tr><tr><td><input type="checkbox"/> MUNICIPALITY (INDICATE PURPOSE)</td><td><input type="checkbox"/> INDUSTRIAL DOCKAGE</td></tr><tr><td><input type="checkbox"/> FLOOD CONTROL</td><td><input type="checkbox"/> COMMERCIAL DOCKAGE</td></tr><tr><td><input type="checkbox"/> SHORE EROSION CONTROL</td><td><input type="checkbox"/> MARINA</td></tr><tr><td><input type="checkbox"/> DRAINAGE CONTROL</td><td><input type="checkbox"/> ACCRETIONS</td></tr><tr><td><input type="checkbox"/> SANITATION CONTROL</td><td><input type="checkbox"/> BOUNDARY DETERMINATION</td></tr></table>			<input type="checkbox"/> ARTIFICIALLY FILLED	<input type="checkbox"/> STRAIGHTEN IRREGULAR SHORELINE	<input type="checkbox"/> MUNICIPALITY (INDICATE PURPOSE)	<input type="checkbox"/> INDUSTRIAL DOCKAGE	<input type="checkbox"/> FLOOD CONTROL	<input type="checkbox"/> COMMERCIAL DOCKAGE	<input type="checkbox"/> SHORE EROSION CONTROL	<input type="checkbox"/> MARINA	<input type="checkbox"/> DRAINAGE CONTROL	<input type="checkbox"/> ACCRETIONS	<input type="checkbox"/> SANITATION CONTROL	<input type="checkbox"/> BOUNDARY DETERMINATION	<b>CHECK PROPOSED USE:</b> <table border="0"><tr><td><input type="checkbox"/> PRIVATE</td></tr><tr><td><input type="checkbox"/> PUBLIC</td></tr><tr><td><input type="checkbox"/> COMMERCIAL</td></tr><tr><td><input type="checkbox"/> OTHER (EXPLAIN)</td></tr></table>		<input type="checkbox"/> PRIVATE	<input type="checkbox"/> PUBLIC	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> OTHER (EXPLAIN)		
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<b>RIPARIAN AND/OR RECORD OWNERSHIP</b> NAMES AND ADDRESSES OF ALL PERSONS IN POSSESSION, OCCUPANCY OF HAVING ANY ENFORCEABLE INTEREST IN THE BOTTOMLAND APPLIED FOR AND/OR INTEREST IN THE RIPARIAN OR ABUTTING UPLANDS. (LIST ALL OWNERS, INCLUDING THE APPLICANT, MORTGAGEES, CONTRACT VENDEES, LESSEES, ETC. THE WRITTEN CONSENT OF THESE PERSONS SHALL BE INDICATED IN THE SPACE PROVIDED IN SECTION 13.) <table border="1"><thead><tr><th>NAME</th><th>ADDRESS</th><th>TYPE OF OWNERSHIP OR INTEREST HELD</th></tr></thead><tbody><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr></tbody></table>					NAME	ADDRESS	TYPE OF OWNERSHIP OR INTEREST HELD	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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<b>WE, THE UNDERSIGNED, CO-OWNERS, OCCUPANTS, MORTGAGEES, CONTRACT VENDEES, LESSEES, ETC., HEREBY AGREE, RATIFY AND GIVE OUR CONSENT TO THE FILING OF THIS APPLICATION.</b> <table border="1"><thead><tr><th><u>OTHER TYPES OF INTEREST</u></th><th><u>SIGNATURES</u></th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>					<u>OTHER TYPES OF INTEREST</u>	<u>SIGNATURES</u>	_____	_____	_____	_____	_____	_____	_____	_____								
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**ADJACENT RIPARIAN OWNERS:**

NAMES AND ADDRESSES OF THOSE PERSONS HAVING OWNERSHIP, POSSESSION, OR OTHER PROPERTY INTERESTS IN THE PROPERTY SITUATED ON BOTH SIDES OF THAT OWNED BY THE APPLICANT. (LIST THE OWNERS, MORTGAGEES, CONTRACT VENDEES OR OTHERS HAVING ANY INTEREST THEREIN.)

NAMEADDRESS

NAME, ADDRESS AND TELEPHONE NUMBER OF APPLICANT'S AUTHORIZED AGENTS FOR CONVEYANCE APPLICATION CONSIDERATION.

ENCLOSED IS A MAP AND SURVEYED LAND DESCRIPTION REQUIRED UNDER THE PROVISIONS OF SECTION 32504 OF THE ACT AND SECTIONS 6 AND 9 OF THE RULES AND REGULATIONS CERTIFIED TO BY REGISTERED SURVEYOR:

NAME OF SURVEYOR \_\_\_\_\_

SURVEYOR'S ADDRESS \_\_\_\_\_

THE FOLLOWING WRITTEN APPROVAL IS ENCLOSED HERewith AS REQUIRED UNDER SECTION 32504 OF THE ACT:

LEGISLATIVE BODY OF LOCAL UNIT OF GOVERNMENT: \_\_\_\_\_

NAME OF CITY OR VILLAGE COUNCIL OR TOWNSHIP BOARD: \_\_\_\_\_

DATE OF RESOLUTION GIVING APPROVAL: \_\_\_\_\_

PROOF OF OWNERSHIP FOR THE UPLAND (WARRANTY DEED AND 20-YEAR TAX HISTORY TO ACCOMPANY EITHER TITLE INSURANCE POLICY OR LEGAL TITLE OPINION WRITTEN BY A REGISTERED ATTORNEY) ARE SUBMITTED HERewith TO ESTABLISH ELIGIBILITY FOR CONVEYANCE OF ADJOINING LAKE BOTTOMLAND.

IS THERE, AT PRESENT, ANY LITIGATION IN PROCESS INVOLVING THIS PROPERTY?

☐ YES ☐ NO IF YES, EXPLAIN.

HAS A STATE AND/OR FEDERAL PERMIT BEEN GRANTED?

☐ YES ☐ NO PERMIT NO.

**Application is hereby made for a conveyance as described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief, such information is true, complete, accurate, and is in compliance with Part 325, Great Lakes Submerged Lands. I further certify that I possess the authority to undertake the activities proposed in this application.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT AND TITLE

THE APPLICATION IS TO BE SIGNED BY THE PERSON DESIRING THE CONVEYANCE OR MAY BE SIGNED BY A DULY AUTHORIZED AGENT IF ACCOMPANIED BY A STATEMENT SIGNED BY THE APPLICANT DESIGNATING THE AGENT.

**A STATE APPLICATION FILING FEE OF \$50.00 IS REQUIRED WITH THE APPLICATION. MAKE CHECKS PAYABLE TO: "STATE OF MICHIGAN." PAYMENT OF FEE DOES NOT GUARANTEE CONVEYANCE. SURVEY DRAWINGS MUST ACCOMPANY APPLICATION - APPLICATIONS NOT FULLY COMPLETED WILL BE RETURNED.**

RETURN ADDRESS: GREAT LAKES SHORELANDS UNIT  
LAND AND WATER MANAGEMENT DIVISION  
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
PO BOX 30458  
LANSING MI 48909-7958



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
LAND AND WATER MANAGEMENT DIVISION

**INSTRUCTION SHEET FOR COMPLETING GREAT LAKES BOTTOMLAND  
CONVEYANCE APPLICATION PURSUANT TO PART 325, 1994 PA 451, AS AMENDED**

TO CONSIDER AN APPLICATION ADMINISTRATIVELY COMPLETE, THE FOLLOWING FIVE (5) ITEMS ARE REQUIRED:

1. Completed application form.
2. \$50.00 filing fee.
3. Resolution from the local unit of government approving the conveyance application.
4. Proof of upland ownership - warranty deed OR title opinion AND 20-year tax history, etc.
5. a. Metes and Bounds survey of desired bottomland area - must be done by a registered land surveyor and include the following:
  - (1) Applicant's adjacent upland ownership.
  - (2) Adjacent riparian neighbor's ownership.
  - (3) Water's edge at time of survey.
  - (4) Ordinary high water mark along the shoreline - contact the Great Lakes Shorelands Unit for specifics, at 517-335-3471.
- b. If application is for a marina facility, please submit the following survey information, in addition to 5a above, which shows the location of all the fills, pilings, structures and improvements including:
  - (1) The existing and proposed dockage and/or moorage area.
  - (2) The location, size and number of all boat slips, travel lift docks, fuel dock, etc., planned for the facility.
  - (3) The location of the required marine toilet pump-out system.
  - (4) The distance to existing commercial docks, adjacent marinas, harbor breakwalls, etc.
  - (5) The design and survey of any project that costs more than \$50,000 is required to be sealed and certified by a registered professional engineer.
  - (6) A hydrological study to be completed by a competent, coastal engineer to determine the affect of proposed solid fill structures on the littoral drift and longshore processes in the project area. Continued monitoring may be required if the structure is approved.

If the desired bottomland area is for use by a for-profit or a not-for-profit, nongovernmental entity that has a membership policy or practice, include a copy of the by-laws of the organization, and a written statement by the organization's authorized agent that the entity does not discriminate in its membership policy on the basis of sex, race, religion, or national origin.

Examples of this might be a property owners association, condominium association, yacht club, or other group with specific membership policies.

If you have any questions, please contact the Great Lakes Shorelands Unit, at 517-335-3471.